



RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Series	Number	Effective Date	Review Date
3	12	04/20/10	2013
Subject HANDLING PROPERTY AND EVIDENCE		☐ New Order ☒ Replaces G.O. 3-12 (11/10/09)	
References <i>CALEA 84.1.1 a 84.1.1b, 84.1.1 c, 84.1.1d, 84.1.1e, 84.1.1 f, 84.1.1g, 84.1.4, 84.1.7</i> VLEPSC ADM.16.01a, ADM.16.01b, ADM.16.01c, ADM.16.01d, ADM.16.01e, ADM.16.02a, <i>ADM.16.02b, ADM.16.02c, ADM.16.02d, ADM.16.02e, ADM.16.02f, ADM.16.02g, ADM.16.02h,</i> ADM.16.03a, ADM.16.03b, ADM.16.03c, ADM.16.03d, <i>ADM.16.04 a, ADM.16.04 b, ADM.16.04 c</i> VA Code 64.1-132.2, 15.2-1719, 15.2-1721, <i>19.2-386.23</i> , 19.2-270.1, <i>19.2-188.1</i> , 4.1-353, 55-210.1 through 55-210.30 Richmond City Code 66-316, 66-348; RPD Legal Bulletin 2007-02 <i>General Order 7-16</i> , Drug Related Seizures; General Order 7-17, Drug Test Kits; General Order 6-14, Digital Mobile Video Recorder System (DMVR) General Order 6-2, Incident Based Reporting (IBR) Executive Order 07-14, Executive Order 08-09			
 _____ Chief of Police or Designee		4/20/10 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the procedures and responsibilities of Department members concerning the handling of property and evidence.

II. POLICY

It is the policy of the Department to establish specific guidelines for the safe handling, maintenance and integrity of property and evidence.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE

Department members who (either on-duty or off-duty) receive property or evidence, as defined in this directive, shall process the items as outlined herein. Members are required to deliver the items to the Property & Evidence Unit and properly enter the required information into the Property & Evidence computer-tracking program as soon as possible after seizure or

receiving property or evidence. All property and evidence shall be brought to the Property & Evidence Unit without delay. Unless emergency circumstances exist, new assignments and activities shall be delayed until the property or evidence has been delivered to the Property & Evidence Unit. Without exception, all property and evidence must be delivered to the Property & Evidence Unit prior to the end of the member's tour of duty. Property or evidence is not to be secured in personal lockers, files, desks, vehicles or any location other than the Property Room. Only authorized personnel will have access to areas used by the Department for evidence storage.

NOTE: Officers who retrieve evidence at the scene and then transfer the evidence to an arresting officer, detective, Forensic Unit technician or other sworn officer, must document this transfer in the "TraQ-Q" system remarks section, at the time of evidence log-in in the Property & Evidence Unit. The remarks section must include the following: date & time of transfer, receiving person's name/rank/responsibility, reason, synopsis of event, and laboratory location/transfer date, if applicable.

A. Hours of Operations:

1. The Property & Evidence Unit will be open Monday - Friday during the hours of 0630-1730 and closed on weekends and holidays observed by the City of Richmond.

NOTE: If local courts are open for business on a City holiday, the Property & Evidence Unit shall be staffed.

2. When the Property & Evidence Unit is closed, all personnel will utilize the Overnight Processing Room to process evidence. There will be a recall list posted in the Processing Room as well as one maintained in the Warrant & Information Services Unit in case of computer failure or large seizures.

NOTE: Property & Evidence Unit personnel must document entry and escort all other Department members into any property and evidence storage area.

B. Entering Property and Evidence:

NOTE: Property & Evidence Unit personnel are the final authority as to the receipt and ultimate disposal of all items seized by the Department.

Improperly seized items will not be accepted. Additionally, any improperly seized item(s) left in the overnight room will be reclassified as "release to owner" or "dispose" with an immediate notification to the submitting officer's commander.

Any officer submitting items that are suspected proceeds of a crime will have 72 hours to identify the specific crime. If no crime can be identified, the items will be reclassified as "release to owner" or "dispose."

1. Officers are required to complete an Incident-Based Report (IBR), providing a complete description of the property and/or evidence and detailing the

circumstances in which the property came into the custody of the Richmond Police Department as outlined in General Order 6-2, Incident-Based Reporting (IBR).

2. Officers will respond to the Property & Evidence Unit and complete a Property and Evidence Voucher Form on the computer tracking system.
3. Individual item codes must be selected for multiple items during the voucher entry. Under no circumstances shall one lot of multiple items be entered as one item.
4. Officers will determine if the item is considered property or evidence and select the appropriate box. Items shall be deemed "Evidence" if it will likely be used against a defendant in court proceedings. All other items shall be considered "Property" under all other circumstances.
5. The officer will list where the property was found.
6. If an arrest is made, complete and accurate defendant information will be listed in the appropriate section.
7. The property owner's name and address will be provided, if known.
8. The person who found the property (officer, citizen, etc.), and the address must be listed.
9. The submitting officer's name, code number and incident number must be listed.
10. The 'Remarks' section will contain a description with detailed information on the item(s).
11. The officer must make an effort to identify and notify the owner or custodian of the property. However, if the property owner is known, the officer shall provide detailed owner and address information so that a letter may be sent allowing the owner to claim his/her property.
12. Upon completing the Property Voucher, the Property & Evidence computer tracking program will assign a voucher number. The submitting officer shall save the document, and print two (2) copies of all forms. The submitting officer shall write the voucher number and the item number on the item that corresponds to his/her voucher.
13. When utilizing the overnight processing room, the submitting officer shall sign and place one copy in a temporary evidence locker with the item(s) and secure the locker. The submitting officer shall retain one copy for his/her records. The key to secure the evidence locker(s) must be dropped into the key drop locker.
14. The key drop locker is located in the evidence room and denoted as such.

C. Property - Items to be Returned to Owner:

1. Prior to logging the items into the computer-tracking program, the submitting officer shall check the items for stolen status through NCIC.
2. All officers have read-only access to the Property & Evidence computer-tracking program to assist in investigations and in returning victims' stolen property.
3. When prisoners are processed, their personal property shall be turned over to the City Sheriff's personnel in the Detention Section. In some instances, Property and Evidence will accept large items not accepted by the Sheriff's Office or items belonging to prisoners subject to out-of-town extradition.
4. Property may not be released to anyone (after the authorized release by the submitting and/or investigating officer) other than the person the property was taken from unless the claimant is legally entitled to it. Examples of legal claim may be evidenced by the following:
 - a. The claimant has the documentation identifying him/her as the rightful owner of the property.
 - b. A court order identifying the claimant and the property to be released.
 - c. An executor of the estate of the person from whom the property was taken with a notarized power of attorney identifying the holder as the executor or a court ordered disposition of the property from a court of final probate authority in estate matters.
 - d. A notarized authorization written in the English language from a United States (U.S.) or Canadian authority or from a country which has a reciprocal notarial treaty with the U.S. Department of State. The authorization must clearly identify the property to be released and to whom it can be released.
 - e. A completed Virginia Small Estate Act Form in accordance with §64.1-132.2 of the Code of Virginia.
 - f. The rightful owner may request, in writing, that the property be released to a third party. The letter must identify the person authorized to receive the property and must be signed by the owner and notarized.

NOTE: In cases involving firearms:

Firearms shall only be released to the rightful owner except as outlined above. The decision to release a firearm shall be made on a case-by-case basis by the OIC of the Property & Evidence Unit after having ensured that the release of the firearm is proper pursuant to all applicable provisions of law and any other relevant considerations.

D. Evidence - Items Held for Criminal Prosecution:

NOTE: VA Code §19.2-270.1 permits photographs of items to be admissible as evidence in larceny and burglary prosecutions provided that such photographs bear:

(a) A written description of the goods, merchandise, money or securities alleged to have been taken or converted; (b) the name of the owner of such goods, merchandise, money or securities and the manner of the identification of same by such owner; (c) the name of the place wherein the alleged offense occurred; (d) the name of the accused; (e) the name of the arresting or investigating police officer or conservator of the peace; (f) the date of the photograph; and (g) the name of the photographer. Final disposition of evidentiary property, including photographs, shall be accomplished within six months after legal requirements have been satisfied.

1. Handling Evidence:

- a. Each item submitted shall be packaged separately and coded with a unique bar code label obtained from Property & Evidence personnel. Personnel shall use envelopes or boxes provided by the Property & Evidence Unit and make sure that the evidence is properly packaged to prevent contamination or destruction by improper handling.
- b. The officer shall label, seal and initial each separate package.
- c. After logging in the items, the submitting officer shall be given a copy of the voucher including the voucher number. The submitting officer must produce the voucher number when returning to pick up the evidence for investigation, lab analysis or court.
- d. It shall be the responsibility of the lead investigating detective to provide input for the final disposition of all property or evidence upon the completion of the court case or where the evidence no longer has evidentiary value. He/she shall consult with the appropriate prosecutors and courts before providing input for the final disposition. In such cases, the investigating officer or detective shall notify Property & Evidence Unit personnel of the disposition.
- e. Should an officer be separated from the Richmond Police Department, it shall be the responsibility of the immediate supervisor of his/her last assignment to provide a disposition or facilitate the transfer, i.e. reassignment to an alternate detective/officer of all property and evidence currently retained by that officer in the Property & Evidence Unit.
- f. Should a submitting officer become unavailable for duty, i.e. medical condition or injury leave status, the officer's immediate supervisor shall sign for any transactions that occur on the officer's voucher, until his/her return to duty.

2. Processing of Evidence:

- a. Fingerprint Examinations by the Forensic Team:
 - 1) The submitting officer must complete the Richmond Police Department Forensic Team Request for Fingerprint Examination Form and secure it to the outside of the evidence package.

- 2) A member of the Forensic Team shall respond to the Property & Evidence Unit each weekday and pick up any evidence for processing.
 - 3) If a department member processes a crime scene for latent fingerprints, the latents must be packaged in the stamped envelopes provided by the Forensic Team. The envelopes are located above the latent submission box located in the first floor mailroom at police headquarters. The latent envelope submissions must be filled out completely and submitted before the officer's end-of-shift on the day that the evidence is processed for latents.
- b. Virginia Division of Forensic Science (VA-DFS) Examinations:
- 1) The submitting officer must complete the Virginia Division of Forensic Science Request for Laboratory Examination Form.
 - 2) The submitting officer shall transport the evidence and the Request for Laboratory Examination Form to the Virginia Division of Forensic Science. After the requested examination has been completed, the officer must retrieve the evidence from the Consolidated Laboratory within thirty (30) days. (Failure to retrieve the evidence within thirty (30) days will result in supervisory notification and disciplinary action for the officer.) The evidence liaison officer will transport evidence to the state lab that is submitted by personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions.
 - 3) The evidence liaison officer will pick up a Certificate of Analysis from the Virginia Division of Forensic Science. The evidence liaison officer must file a copy of the certificate with the court of jurisdiction at least seven (7) working days prior to the court date to ensure that the information shall be considered as evidence. The evidence liaison officer will forward a second court-stamped copy of the Certificate of Analysis to the officer of record. The evidence liaison officer will file the copy of analysis for personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions.
 - 4) PERK Kits shall be stored in the locked refrigerator located within the Property & Evidence Unit. PERK Kits shall be taken to the Virginia Division of Forensic Science by the assigned detective within five (5) working days. All PERK kits returned from the laboratory shall be stored, unrefrigerated, with other evidence.
 - 5) Per the Code of Virginia §4.1-353, sealed containers of alcoholic beverages, labeled as containing an alcoholic beverage, will be prima facie evidence that the contents is alcohol and shall not be sent to the Division of Forensic Science to be tested.
- c. Evidence Taken To Court:

- 1) The submitting officer shall pick up the evidence from the Property & Evidence Unit on the court date. Property & Evidence Unit personnel will log into the "TraQ-Q" System and have the submitting officer sign for the items electronically. If the court holds the evidence, the clerk of the respective court shall sign the officer's court receipt.
- 2) The submitting officer shall return the evidence or the court receipt to the Property & Evidence Unit immediately following court. The submitting officer will sign over custody of the evidence to the Property & Evidence Unit personnel electronically using the "TraQ-Q" System. If the court holds the evidence, the "TraQ-Q" System will be updated to reflect the change. (Failure to return either the evidence or the court receipt on the same day the evidence was logged out will result in supervisory notification and disciplinary action for the officer).
- 3) If the Property & Evidence Unit is closed, evidence being submitted to court shall be placed in a secure storage locker in the Overnight Processing Room.
- 4) Upon completion of the case, the submitting officer shall provide the final disposition on the evidence to the Property & Evidence Unit (Example: Release to Owner, Disposal, etc.). In such cases, the investigating officer or detective shall notify Property & Evidence personnel of the disposition.

E. Items Requiring Special Handling - Firearms, Currency, Drugs, Explosives, Flammable and Hazardous Material:

1. Firearms:

- a. The confiscating officer shall check the weapon through NCIC to determine its status.
- b. The weapon shall be properly recorded into the Property & Evidence computer tracking program as either found property or evidence.
- c. All firearms that are recovered, seized or found shall be entered as property on an IBR report in Pistol. If the firearm in question was not recovered or seized as part of a criminal incident, the firearm shall be entered on a separate offense report with an offense code of 99E (Found Property) created via Mobile Field Reporting or on a hardcopy supplemental IBR form, if applicable. The Property & Evidence Unit will reconcile all guns that are put into property with the corresponding Pistol incident reports to ensure that all firearms are accounted for in the Pistol database.
- d. The officer that has confiscated the weapon during the initial voucher entry shall also complete a Department Firearms Information Form (PD-97), which is provided automatically when a firearm is entered into the Tracking System. This form shall be forwarded to the Firearms Administrator, to conduct ATF traces, NCIC records checks, etc.

- e. It is the responsibility of the submitting officer to ensure that all firearms submitted to the Property & Evidence Unit are unloaded. If a particular firearm cannot be unloaded after normal business hours, the submitting officer shall write “loaded weapon” in RED, and secure it in a temporary locker. “Unloaded” shall be written in RED on the box of unloaded weapons.
- f. The following business day, the Firearms Administrator shall make the necessary arrangements to ensure that the firearm is properly unloaded to include submission to the Division of Forensic Science should the Range Master be unavailable.
- g. National Integrated Ballistics Information Network (NIBIN) (Formerly known as Drug Fire):
 - 1) All firearms that extract and eject casings (primarily semi-automatic pistols and some shotguns and rifles) are to be submitted to the Virginia Division of Forensic Science for NIBIN testing. Exception: Officers may encounter volatile situations where there is a firearm present. If the officer finds that it is in the best interest of public safety to remove the firearm from the premises and cannot find an alternative option, he/she may seize the weapon and submit it into Property and Evidence for a 24-hour time period.
 - 2) It shall be the responsibility of the “confiscating officer” to submit a request for lab examination on ALL FIREARMS that meet the criteria for NIBIN Ballistics Testing to the Virginia Division of Forensics Science.
 - 3) During the hours when the Property & Evidence Unit is closed, submitting officers shall place firearms and all accompanying paperwork into a secured temporary storage locker within the Overnight Processing Room where it will remain until the evidence liaison officer checks it out, within 72 hours of submission, to the Department of Forensic Science.
 - 4) The evidence liaison officer will transport evidence to the Division of Forensic Science that is submitted by personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions.
 - 5) After the requested examination has been completed, the submitting officer must return the firearm(s) to the Property & Evidence Unit before proceeding with any other transactions, i.e. proceeding to court. The evidence liaison officer will retrieve firearms from the lab and return them to property for personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions.
 - 6) A disposition of all firearms shall be given immediately, upon final outcome of the court case, and/or when the firearm(s) no longer have any evidentiary value.

- 7) The officer shall enter "NIBIN Data Entry" along with any other testing requested on the Request for Laboratory Examination Form. The lab will conduct fingerprint testing before NIBIN testing.
- 8) Multiple firearms seized in one incident will be reported on one laboratory request form. These firearms will be assigned the same lab number and included in one laboratory report.
- 9) All firearms will be packaged in cardboard firearm's boxes that are provided for this purpose. Only one unloaded weapon will be placed in each box. These boxes should not be sealed so that the Firearms Administrator can verify serial numbers for ATF tracing purposes. However, if the officer is also requesting fingerprint or DNA examination, that submitting officer may seal the box. Under these circumstances, the Firearms Administrator will not open any sealed box.
- 10) Before a firearm is released to an individual, a record check will be conducted on the individual by a member of the Property & Evidence Unit.
- 11) Firearms stored by the Richmond Police Department after seizure by an ATF Task Force will be administratively or judicially forfeited. They will periodically be retrieved by an ATF agent who will ensure destruction in accordance with ATF procedures.
- 12) On Project Exile cases that have been designated to proceed to the Federal level, the Department's Court Liaison who attends the Exile meetings shall have his/her name added at Property & Evidence on firearms and ammunition- related matters only.

h. Disposal of Firearms:

- 1) Pursuant to VA Code §15.2-1719, the Department must obtain in writing from the Commonwealth's Attorney's Office a statement advising that the firearms to be disposed are not needed in any criminal prosecution.
- 2) Firearms designated for disposal are inventoried jointly by the Property & Evidence Unit and the Internal Affairs Division (IAD) personnel.
- 3) The Property & Evidence Unit, in conjunction with IAD, shall conduct an inventory to ensure that all firearms approved for destruction are in the appropriate boxes to be taken to the disposal facility.
- 4) The Property & Evidence Unit shall publish a notice for two consecutive weeks prior to the disposal of any firearm in accordance with VA Code §§ 15.2-1721 and 15.2-1719.
- 5) The Chief or designee shall approve of the disposal in writing.

- 6) All firearms destroyed under this process shall be destroyed in the presence of Internal Affairs Division personnel.
- 7) All firearms that are designated evidence will only be destroyed pursuant to a signed court order.

2. Currency:

- a. All currency seized must be counted and verified by at least two Richmond Police Officers and placed in a clear plastic evidence bag prior to it being turned into the Property & Evidence Unit.
- b. This dual count shall be documented on a Cash Count Form that is created by the Property & Evidence Unit computer-tracking program. This dual count shall be completed “only” by Richmond Police officers but shall not include any Property & Evidence Unit personnel.
- c. The Cash Count Form shall be folded to allow for the amount entered on the property voucher to be clearly shown, and placed in the evidence bag facing the clear side of the bag.
- d. The submitting officer shall properly seal and initial the evidence bag across the secured seams with a black permanent marker.
- e. Only those officers submitting currency as evidence shall be authorized to check it out.

EXCEPTION: Asset Forfeiture confiscations – refer to General Order 7-16, Drug Related Seizures.

- f. Currency will be placed in an interest-bearing account at the City of Richmond Police Credit Union. The OIC of the Property & Evidence Unit or designee will check this currency out of Property & Evidence.

3. Drugs:

- a. Officers submitting drugs shall package them in a clear plastic evidence bag, or other appropriate packaging suitable for storage. Officers shall exercise care when handling drug samples to ensure integrity and to maintain the chain of evidence. The submitting officer shall then initial the evidence bag across the secured seams with a black permanent marker only.
- b. The submitting officer shall complete a property voucher and enter a complete description of the drug evidence into the computerized tracking system, “Traq-Q.” The evidence bag serial number, located in the upper right-hand corner, must be recorded in the serial number box during the voucher entry. The submitting officer should detach the receipt portion of the evidence bag, and attach it to his/her copy of the voucher.

- c. The submitting officer shall ensure that Drug Test Kits are completed in all cases where suspected narcotics are seized and it is determined that there is enough substance present to be analyzed, and an individual has been charged or charges are imminent.

EXCEPTION: Paraphernalia containing residue or insufficient quantity shall NOT be field tested. The officer shall submit these type items to the Division of Forensic Science for testing. The submitting officer shall note the reason that he/she did not test the substance in the IBR narrative and on the appropriate Drug Test form (Checklist–Cocaine {PD-153}, Checklist – Amphetamines/Methamphetamine/MDMA/Heroin {PD-154}, and/or Checklist – Marijuana/Hash/Hash Oil {PD-160}) completed in accordance with General Order 7-17, Drug Test Kits. A dissemination copy of the completed form shall be attached to the drug item.

NOTE: A Division of Forensic Science “Request for Laboratory Analysis” form must accompany all drug evidence.

- d. Pre-Laboratory Examination:

- 1) During the hours when the Property & Evidence Unit is closed, submitting officers shall place the drug evidence and all accompanying paperwork into a secured temporary storage locker within the Overnight Processing Room where it will remain until the evidence liaison officer checks it out to the lab for analysis.
- 2) The evidence liaison officer shall submit the drug evidence to the State Laboratory within 72 hours of check-in. The evidence liaison officer will transport evidence to the Division of Forensic Science that is submitted by personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions.

- e. Post-Laboratory Examination:

- 1) After the requested examination has been completed, the submitting officer must return the evidence to the Property & Evidence Unit before proceeding with any other transactions, i.e. proceeding to court. If no further transactions are required, the Property & Evidence technician will place the drug evidence into a secured storage location where it will remain until the submitting officer provides a final disposition. The evidence liaison officer will retrieve items from the Division of Forensic Science that were submitted by personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions.
- 2) A disposition of all drug evidence shall be given immediately upon the final outcome of the court case, and/or when it no longer has any evidentiary value.

NOTE: Only the officer submitting drug evidence shall be authorized to check it out from the Property & Evidence Unit.

EXCEPTIONS: The evidence liaison officer will check out drugs that have been submitted by personnel assigned to Operations Areas 1 & 2, Special Events and Special Investigations Divisions. Exile detectives will continue to be allowed to check out drugs to the State or Federal Lab.

f. Disposal of Drugs and Drug Paraphernalia:

- 1) Drugs will only be destroyed pursuant to a written court order (VA Code §19.2-386.23) and at the direction of the Chief of Police or designee.
- 2) All controlled substances and/or paraphernalia that are confiscated or found shall be packaged in the appropriate manner and delivered to the Property & Evidence Unit. When the confiscated or found controlled substances and/or paraphernalia will not be used as evidence in a court case, the submitting officer shall select "Destroy" in the 'officer instruction' field of the Property & Evidence Voucher.
- 3) Drugs marked for disposal are inventoried jointly by the Property & Evidence Unit and Internal Affairs Division personnel.
- 4) The Chief or designee shall approve of the disposal in writing.
- 5) Drug evidence is required to be destroyed by authorized Property & Evidence Unit staff while in the presence of Internal Affairs Division personnel who will document the destruction.
- 6) After the final case disposition, officers shall mark for destruction all related controlled substances and/or paraphernalia. All substances and/or paraphernalia marked for destruction shall be turned in to the Property & Evidence Unit. The Property & Evidence Unit shall maintain an inventory and be responsible for all substances and/or paraphernalia marked for destruction.

4. Explosives:

At no time will any explosive device items be stored in the Property & Evidence Unit. If an explosive device is located, the officer in charge of the scene will notify his/her supervisor. The supervisor will follow the proper chain of command to notify the Explosive Ordnance Unit Commander. Once the Explosive Ordnance Unit is contacted, the device will be destroyed in a feasible location or at the Caroline County facility. The remnants from the device may be properly stored in the Property & Evidence Unit.

5. Flammable:

Flammable evidence shall be properly recorded into the computerized tracking program, "TraQ-Q" as evidence and stored at Fire Station #5, 324 Leigh Street. Only members of the Fire Investigation Unit (Arson Unit) can store evidence.

6. Hazardous Materials:

- a. If hazardous materials are suspected or located by a police officer, he/she will contact the Fire Department immediately for proper handling and/or disposal.

NOTE: Under no circumstances will suspected hazardous material be stored at the Property and Evidence Unit or the Overnight Processing Room.

- b. All property or evidence that could be deemed "Bio-Hazardous" will be stored in a red infectious waste bag that is supplied by the Property & Evidence Unit. Bio-hazardous material may consist of bloody clothing or any item that might contain bodily fluids. Items contaminated with a substantial amount of wet blood or bodily fluid must be placed in the Forensic Team's "Drying Room", prior to submission to the Property & Evidence Unit or the Overnight Processing Room.

7. PERK Kits:

- a) While Physical Evidence Recovery Kits (PERK) meets the criteria of a Bio-Hazardous material, they need not be stored in an infectious waste bag; however, it must be refrigerated until it can be analyzed by the Division of Forensic Science.
- b) During the hours when the Property & Evidence Unit is closed (1730 – 0630 and weekends), PERK kits shall be stored in the designated cold storage unit located in the Overnight Processing Room along with a property voucher. They shall be retrieved by the investigating detective and taken to the Division of Forensic Science within five (5) working days.

8. Property Entered for Processing by the Forensic Team:

The submitting officer shall complete a Request for Fingerprint Examination card (Fluorescent Green) and place it with the evidence to be fingerprinted in a temporary storage locker.

F. Digital Mobile Video Recordings (DMVR):

1. Public and government requests for release of DMVR records shall be forwarded to the Office of General Counsel.
2. The submitting officer shall transfer (burn) any recording that is evidence to DVD and log it into the Property & Evidence Unit as evidence.
3. Retrieval from the DVD Burner machine, storage and release of such digital recordings shall be the responsibility of the Property and Evidence Unit in

accordance with Department policy as stated in General Order 6-14, Digital Mobile Video Recorder System (DMVR).

G. Investigative or Training Use of Property or Evidence:

1. Any use of controlled substances, weapons or explosives for investigative or training purposes must be pre-approved by the OIC of the Internal Affairs Division.
2. Property & Evidence Unit personnel are responsible for logging any controlled substance, weapon or explosive device used for investigative or training purposes into the "TraQ-Q" tracking system for security and accountability purposes .
3. Controlled substances and weapons used for investigative or training purposes shall be secured and remain the responsibility of the OIC of the affected unit until returned, if applicable, to the Property & Evidence Unit.

H. Disposal of Property and Evidence will be conducted in accordance with VA Codes §§15.2-1719 and 15.2-1721 and City of Richmond Codes §66-316 (abandoned or unclaimed tangible personal property) and §66-348 (disposition of certain unclaimed weapons). Property & Evidence personnel will determine when items will be disposed and will ensure that all items are disposed in a timely manner pursuant to State Code, City Ordinance and Accreditation Standards.

1. Property – Unclaimed property is disposed in sixty (60) days.
2. Evidence – Disposed per court order, officer's instructions and Major Crimes/Commonwealth's Attorney's Office review.

I. Locked Containers:

Prior to submitting items into the Property & Evidence Unit, officers shall inventory the contents of all locked containers to ensure that they do not contain hazardous/bio-hazardous materials, explosive devices, incendiary materials, contraband, currency or any other items that may be potentially dangerous to police personnel or may require special handling.

J. Perishable Items:

1. At no time shall perishable items be submitted to the Property & Evidence Unit. Perishable items pose a specific problem for the Department. There are no facilities within the Property & Evidence Unit for the storage and maintenance of these types of items.
2. Officers are encouraged to photograph all perishable items as evidence for future criminal prosecutions. VA Code §19.2-270.1 permits photographs of items to be admissible as evidence in larceny and burglary prosecutions.

K. Inspections:

The integrity of the Property & Evidence Unit is vital to the chain of evidence. Audits should be comprehensive in nature and shall be conducted by the Property & Evidence Unit OIC and designee(s) and a member of the Internal Affairs Division.

1. Quarterly Inspections – The Property & Evidence Unit OIC, Sergeant or Materials Supervisor shall conduct quarterly inspections to ensure quality control, and to make certain that accreditation standards are adhered to.
 - a. Quarterly inspections shall be a random two-part inspection. Randomly selected barcodes from the “TraQ-Q” program shall be selected during the first portion of the inspection. After selections are made, the storage locations shall be checked to verify that all items are stored in the locations documented by the “TraQ-Q” system.
 - b. The second portion of the inspection shall consist of a designee, who shall randomly select items from various storage locations within the Property & Evidence Unit. The items shall be checked via the “TraQ-Q” system for location accuracy.
 - c. Upon completion of the inspection, a letter shall be compiled and forwarded to the Planning Division by the OIC of the Property & Evidence Unit or designee, attesting to the results of the inspection.
2. Random Inspections – Members of the Internal Affairs Division shall conduct at least two unannounced inspections of the Property & Evidence Unit per year as an integral part of departmental policy, and to ensure compliance of proper security measures.
 - a. Access to “Restricted Areas” shall not be compromised, unless expressly authorized by the OIC of the Property & Evidence Unit.
 - b. Random inspections shall be conducted at any time as directed by the Chief of Police or designee.
3. Annual Audits – Annual audits shall be conducted by a member(s) of the Internal Affairs Division.
4. Change of Command Inspection – Whenever the OIC is assigned and/or transferred from the Property & Evidence Unit control function, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated OIC and a designee of the Chief of Police.
5. Upon completion of the inspection, a letter shall be compiled and forwarded to the Planning Division, via the Chief of Police or designee, attesting to the results of the inspection.

NOTE: Documentation of ALL INSPECTIONS shall be forwarded to the Planning Division for records management purposes.

V. FORMS

- A. Incident Based Report (IBR) and any supplemental forms, if necessary
- B. Property & Evidence Voucher Form
- C. Property & Evidence envelopes, boxes, labels, seals
- D. Request for Fingerprint Examination Form (Forensic Team Request)
- E. Request for Fingerprint Examination Card (Fluorescent Green)
- F. Request for Laboratory Examination Form (Virginia Division of Forensic Science)
- G. Property & Evidence Computer Tracking Program, "TraQ-Q"
- H. Cash Count Form - Property & Evidence Tracking Program – (Not PD-30A form)
- I. PD-30, Seizure Report – Asset forfeiture
- J. PD-97, Department Firearms Information Form
- K. PD-15, Checklist – Cocaine
- L. PD-154, Checklist – Amphetamines/Methamphetamine/MDMA/Heroin
- M. PD-160, Checklist – Marijuana/Hash/Hash Oil